

**STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
“External Recruitment / Union”**

Position Title:	Management Analyst
Position Number:	58102046
Division:	Property Assessment Division
Grade/Salary:	16 / \$36,693 - \$44,754 year DOQ *Training Assignment at a grade 15 / \$33,460 – \$40,705 DOQ 17/\$40,321 - \$49,294 DOQ *Training Assignment at a grade 16
Union:	Yes
Supplement:	Yes
Location:	Helena
Status:	Permanent/Part Time
Supervisor:	Debbie Jurcich
Closing Date:	December 7, 2006

Special Information: This position has a special focus on the areas of personal property valuation, real and personal property tax exemption including beneficial use and tribal exemptions. The successful applicant should possess extensive knowledge in personal property valuation methods, procedures and policies, state and federal laws relating to real and personal property tax exemption including tribal land. The successful applicant should understand mass appraisal methodology, a thorough understanding of property appraisal principles, thorough knowledge of CAMAS software, integrated information systems, and other pertinent computer and communication technology and skills. Periods of high stress, working under pressure of critical projects with statutory deadlines, a heavy workload, the technical nature of the work, dealing with confidential/sensitive material, and the significance of decisions made. Work hours could exceed 20 hrs per wk. Travel may be required.

Role Summary and Duties: Incumbent is responsible and accountable for multiple project development, implementation, and outcome within the division. Incumbents provide technical and administrative expertise on functions necessary to ensure the consistent quality and effectiveness of the work of the division. Incumbents are assigned special studies and/or projects relative to assigned area(s) of expertise; assist in legislative issues, policies, procedures, rules, laws and practices. Primary contacts are with Department Administrator, Bureau Chief, Regional Managers, Area Managers, Legal Services staff, information technology staff, other department staff throughout the six regions, legislators, city/county officials, taxpayers, groups such as Montana Association of Counties, and other agencies or partners.

Determine operational policies and long-range strategic goals and objectives of the program(s) the incumbent is responsible for. Ensure efficient development and operation of all program functions. Highly complex decisions require seasoned judgment in decision-making. Work is performed with minimal guidance and within broad guidelines. Develop, prepare and present project updates to Division Leadership. Develop, implement and evaluate effectiveness of training for assigned staff. Project liaison for internal/external customers. Provide project leadership to assigned staff. Develop and monitor project status reporting, including schedules, cost and issues. Advanced communication skills are critical to the work. Contacts involve negotiation and conclusions of issues. Primary contact for sensitive or controversial issues/assignment relative to the area of expertise.

Work extensively with legislators and the public on property tax issues. Testify before legislative committees and administrative rule hearings. Prepare and present papers at legislative hearings and

interim committees. Work in conjunction with administrator, managers and other specialists with the implementation of division changes. Responsible for developing and implementing procedures and standards. Develops performance measures consistent with performance measurement framework. Develop statewide quality assurance programs to ensure consistency and adherence to established standards and procedures, as well as organizational goals and objectives. Provide to the administrator, managers, and teams the technical and strategic expertise necessary for legislative issues, policies, procedures, guidelines, rules, laws and practices. The incumbent will draft policies, procedures, guidelines, and rules on areas requested by the administrator or bureau chief.

Apply management principles and use organizational skills. Assist Administrator to ensure that operational deadlines and process measures/goals are determined and met.

Develop unique solutions and generate break-through ideas. Responsible for data processing, manipulation and conversion with respect to both word processing and data analysis software. For example, is familiar with most mathematical and statistical functions; can create and use data analysis tools in standard spreadsheet applications; and spreadsheet features using multiple regression analysis, lookup tables, advanced charting techniques, data filtering, using pivot tables etc. Research, design, and develop training curriculum and provide training to staff on an ongoing basis. Develop and/or coordinate the preparation of training manuals and materials. Contribute information on work quality and quantity for use in conducting performance appraisals. Incumbent to ensure work is performed within industry and agency standards.

Competencies: Proactively focuses efforts and energy on successfully attaining goals and objectives, assuming accountability for decisions, actions and results. Follows issues through to completion. Demonstrated ability to think creatively and recommend innovative solutions; to provide timely and effective written, oral and interpersonal communication; to analyze and resolve unique and highly technical issues; skill in word processing, spreadsheet, database, and software applications/programs; and an understanding of the organization's mission, vision, and goals to help influence and shape the decisions of management. Demonstrated knowledge of specific revenue sources and market trends; of individual tax types and their relationships within the organization; department business processes and ability to apply that knowledge effectively; application of federal/state statutes, Administrative Rules, and state policies and procedures.

Education/Experience: The above competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to a bachelor's degree in business management, or related field with five years of experience in managing a program, including three years budgetary and supervisory responsibilities. Other combinations of education and experience will be evaluated on an individual basis. A high level working knowledge of CAMA systems is required and certification in residential and commercial and agricultural appraisal.

***Training Assignment:** If applicants for this position do not meet the minimum qualifications, a training assignment may be used at one grade lower. The training assignment will typically be for one year or until the training assignment requirements have been met, whichever comes first.

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Supplement questions.
3. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (TDD 406-444-2830)

Union: These positions are covered by a union contract, which requires the applicants be selected for this position on the basis of qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay monthly dues or a representation fee.

Background Check: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment. Other eligibility requirements are applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

**Department of Revenue
Supplement Questions**

Position Number: 58102046
Position Title: Management Analyst
Application Deadline: December 7, 2006

Instructions: Please complete the following supplement questions. Your responses must be printed clearly or typed on standard paper. Your responses may be used to evaluate your written communication skills. Your supplement answers may be reviewed separately from other selection material required (application and/or resume).

1. When given a number of demanding and overlapping time-sensitive workload projects, how would you prioritize them considering the half-time nature of the position?
2. Describe your education and experience in property taxation.
3. Explain two projects you have developed and implemented. What steps did you take in this process?

DEPARTMENT OF REVENUE

Reference Check Authorization Form

Applicant's Name: _____
(please type or print)

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Revenue, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Revenue to contact any or all of my present or past employers and/or personal references.

I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Revenue.

Applicant's Signature: _____ Date: _____